



**EMPLOYMENT OPPORTUNITY**  
**CITY OF LONG BEACH**  
**DEPARTMENT OF FINANCIAL MANAGEMENT**  
**BUDGET MANAGEMENT BUREAU**

**ADMINISTRATIVE ANALYST III - CONFIDENTIAL**

The Department of Financial Management currently has an opening for an Administrative Analyst III – Confidential in the Budget and Performance Management Bureau. This position offers a unique opportunity to work in the fast-paced and exciting world of the City's budget and development process. Administrative Analysts in the Budget Bureau are an integral part of the design, creation and implementation of the City's annual budget. The individual in this position will work closely with departments throughout the City and with the City's executive management team.

**EXAMPLES OF DUTIES**

- Performs professional administrative, financial, statistical, operational and other management analyses in support of citywide financial activities, functions, programs, goals and objectives;
- Develops and monitors the City's annual budget;
- Serves as a liaison to the assigned departments
- Researches, gathers, synthesizes and benchmarks information from multiple data sources, including written, oral, computerized, financial, contextual, and/or historical information;
- Interprets data or analyses, often of limited or incomplete nature, and draws accurate assumptions or conclusions;
- Performs other duties as required.

**QUALIFICATIONS**

- Excellent oral and written communication skills;
- Outstanding ability to utilize computing technology in the performance of assigned duties;
- Excellent analytical skills;
- Working knowledge of the City's financial (FAMIS, EZFAMIS) and budget preparation (BPREP) systems (preferred but not required);
- Ability to collect, compile and analyze financial, statistical technical data;
- Proficiency with Microsoft Excel, Word and PowerPoint software;
- Ability and willingness to work independently while managing a wide range of projects concurrently under tight deadlines;
- Ability to effectively work with fellow employees, senior City management, and other City departments, elected officials, outside agencies and the general public;
- Willingness to work overtime as needed; a history of punctuality and good attendance is imperative.



**SALARY**

\$32.013 - \$43.553 per hour

**APPLICATION PROCESS**

Open to current, classified Administrative Analysts within the City of Long Beach and those reachable on the Civil Service eligible list for Administrative Analyst. This recruitment will close at 4:00 PM on Wednesday, January 27, 2016.

To be considered, please prepare a letter of interest and resume that detail your qualifications for the duties of this position. Submit these via email in Word or PDF format. Include FM16-010 at the start of your subject line and send to:

Daniel.Casey@longbeach.gov

Submissions will be reviewed, and the most highly qualified candidates will be invited to participate in further selection procedures. Incomplete applications and those that do not clearly meet the position qualifications will not be considered.

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-5486. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.